

# Quotation Request //

## US Government Publishing Office

Northeast Region  
infonortheast@gpo.gov  
Washington DC 20401-0000

**JACKET:740-602 S**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 02/28/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
740-602	3-00035	2510-03	500	JUDGE MARSTON BUSINESS LETTERHEADS
740-603	3-00036	2510-03	500	JUDGE MARSTON BUSINESS ENVELOPES #10
740-604	3-00037	2510-03	500	JUDGE MARSTON MONARCH LETTERHEADS
740-605	3-00038	2510-03	500	JUDGE MARSTON MONARCH ENVELOPES
740-606	3-00039	2510-03	500	NOTE CARD ENVELOPES FOR JUDGE MARSTON

**TITLE:** JUDGE MARSTON BUSINESS LETTERHEADS

**QUANTITY:** 500 of each item.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to [mwebb@gpo.gov](mailto:mwebb@gpo.gov).

**TRIM SIZE:** See Description

### **SCHEDULE:**

Furnished Material will be available for pickup by 03/01/2023

Deliver complete (to arrive at destination) by 04/07/2023

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [May\\_Kim@paed.uscourts.gov](mailto:May_Kim@paed.uscourts.gov) and [mwebb@gpo.gov](mailto:mwebb@gpo.gov). The subject line of this message shall be Distribution Notice for Jacket, 740-602 thru 740-606. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

Jacket: 740-602 - Letterhead

Trim size: 8.5 x 11

Print face only in PMS 288 Blue. Typesetting required.

Stock: Cranes Crest Watermark, Natural White, 24lbs.

Jacket: 740-603 - #10 Envelopes

Print face only in PMS 288 Blue ink. Typesetting required.

Stock: Stock: Cranes Crest Watermark, Natural White, 24lbs.

Jacket: 740-604 - Letterhead

Trim size: 7 x 9"

Print face only in PMS 288 Blue. Typesetting required.

Stock: Cranes Crest Watermark, Natural White, 24lbs.

Jacket: 740-605 - Monarch Envelopes

Trim Size: 3-15/16 x 7-1/2"

Print Blue PMS 288 ink on pointy flap of envelope. Typesetting required.

Stock: Cranes Crest Watermark, Natural White, 24lbs.

Jacket: 740-606 - Note Cards Envelope

Trim Size: 4-3/4 x 6-1/2"

Print Blue PMS 288 ink on square flap of envelope. Typesetting required.

\*Stock: Pearl White Crane's Crest, 28lbs. NO SUBSTITUTE.

**MATERIAL FURNISHED:** Contractor to receive. Electronic PDF

Labeling and Marking: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach a copy to each shipping containers. Use GPO form 905 to mark all shipping containers. A fillable GPO Form 905 is available at: "<http://contractorconnection.gpo.gov>" under "Application and Forms.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office prior to further performance. Email [mwebb@gpo.gov](mailto:mwebb@gpo.gov)

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
See description.

**COLOR OF INK:**

PMS 288 Blue

**MARGINS:** Follow Copy Sample.

**PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proof will not be used for color match.

Contractor must email [May\\_Kim@paed.uscourts.gov](mailto:May_Kim@paed.uscourts.gov) and copy [mwebb@gpo.gov](mailto:mwebb@gpo.gov)

Proofs will be held not more than 2 days.

The contractor must not print prior to receipt of OK to print

**PACKING:**

Pack in shipping containers not to exceed 40 pounds

Reproduce shipping container label from furnished copy,

Fill in appropriate blanks and attach to shipping containers.

**DISTRIBUTION:**

Deliver to:

U.S. District Court  
Attn: Nelly LU  
2225 US Courthouse  
601 Market Street  
Philadelphia, PA 19106

\*Must call prior to delivery confirming this location is open and accepting deliveries.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proof/Avg Type Dimension
P-9. Solid or Screen Tints Color Match	Pantone Matching System

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

**Attachment(s):** NONE